



## OFFICE OF SCIENCE SECURITY CLEARANCE JUSTIFICATION FORM

All requests for clearances, including transfers, reinvestigations, and initial requests, must be justified. Justifications must clearly include the following elements:

1. Level of classified information and/or project(s) which require a security clearance.
2. **Specific** duties that are **currently** being performed for which access is required.
3. Supervisor's verifying signature.

Clearances will **not** be granted for the following types of reasons:

1. To maintain eligibility for future assignments when there is not a **current** requirement.
2. Q clearance will not be granted to review State Department cables.
3. To gain unescorted entrance into classified areas.

To obtain a Q or L clearance, the justification must show that duties involve access to one or more of the following types of information. **Check all that apply:**

**For Q (3) Clearance Request:**

- ☐ Top Secret Restricted Data
- ☐ Top Secret Formerly Restricted Data
- ☐ Secret Restricted Data
- ☐ Special Nuclear Materials (CAT I & II)

**L (2) Clearance Request:**

- ☐ Confidential Restricted Data
- ☐ Secret Formerly Restricted Data
- ☐ Secret National Security Information
- ☐ Special Nuclear Materials (CAT III)

When the type/level of access required has been determined, please check one of the following:

Request: ☐ Q ☐ L

**TYPE OF EMPLOYEE:**

☐ DOE Federal Employee ☐ Contractor Employee ☐ Other

☐ Full Name: ☐ Date and Place of Birth:

☐ Social Security Number: ☐ Job Title/ Grade:

☐ DOE Organization/Sponsor code: ☐ Telephone Number:

**For other than DOE Federal employees (including detailees and support contractors):**

☐ Company/Facility Name: ☐ Prime (if applicable):

☐ Contract Number and Expiration Date:

**DETAILED JUSTIFICATION INCLUDING SPECIFIC CLASSIFIED DUTIES (If more space is needed, please attach additional sheet)**

Typed/Printed Name of Supervisor

Signature and Date